

**Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting**

Tuesday, October 18, 2011 - 10:00 AM – 12:00 PM

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management

SIEC Members Absent

- None

Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, PSIC Operations Manager
- Michael Todd, Regional Interoperability Manager
- Suesan Nordman, Project Manager
- Michael Britt, Project Manager
- Andrew Clark, Project Manager – via telephone

Additional Meeting Presenters

- David Felix, Executive Director, Regional Wireless Cooperative
- Bill Phillips, Enterprise Technology Manager, Regional Wireless Cooperative
- William D. Wolfe, Radiological Emergency Preparedness Program, Arizona Division of Emergency Management

14 interested parties and members of the public were also present either in person or on the web conference.

Call to Order

The meeting was called to order at 10:00 AM by Mark Venuti, Co-Chair. Roll call was taken as noted above, and a quorum was declared present.

Approval of Meeting Minutes: August 16, 2011 SIEC Public Meeting

Action Item

Motion: Paul Wilson made a motion to approve the August minutes.

Second: Jesse Cooper

The motion was unanimously carried.

Revised Communications Unit Training Coordination Procedure

Action Item

Presenter: Suesan Nordman, Project Manager, PSIC Office, ASET

Ms. Suesan Nordman presented the revised draft of the Communications Unit Training Procedure for review by the Committee. The procedure serves as a guide for offering consistent and timely delivery of Communications Unit Training Courses statewide to qualified individuals and documents the process that the PSIC Office and ADEM will follow when agencies interested in hosting Communications Unit related trainings request a delivery of an approved course. Ms. Nordman provided the committee with background on the procedure and reviewed the recommended revisions to the procedure since the procedure was last presented at the August 16, 2011 meeting.

Following the presentation, Mr. Wilson noted that FEMA has done away with the COML Train the Trainer program, and inquired how the PSIC Office would continue to advance the Communications Unit Training program. Ms. Nordman stated that we will need to wait for FEMA to revamp the program before training any additional instructors. She noted Arizona currently has 7 people who started the process and can be certified if they complete the requirements by December 31st. In addition. There are four Arizona based instructors who are already certified. Ms. Nordman noted those 11 will give us a good pool of potential candidates to continue to advance the Communications Unit Training program.

Mr. Wilson also asked about the process for COML candidates to complete their taskbooks after attending the COML course. Ms. Nordman stated that it is the responsibility of the individual and their agency to complete the taskbook. Once that has been completed and the COML candidate receives the agency certification, the paperwork is then submitted to the PSIC Office. Ms. Nordman informed the Committee that our office covers this process in the COML class. Additionally, PSIC gets a list from ADEM on who has received the training and PSIC will periodically follow up with the students to ensure taskbook completion.

Motion: Paul Wilson made a motion to approve the Arizona Communications Unit Training Coordination Procedure.

Second: Pete Weaver

The motion was unanimously carried.

NIMS-CU Workgroup Update on AZ Regional All-Hazards COML Applications

Information & Discussion Item

Jesse Cooper, Communications IT Project Manager, Phoenix Police Department

Mr. Jesse Cooper briefed the Committee on the PSCC September 20, 2011 approval of the Arizona Regional All-Hazards COML Recognition Procedure. The Procedure had been previously approved by the SIEC on August 16, 2011. Mr. Cooper also briefed the Committee on the outcome of the October 4, 2011 NIMS-CU Workgroup Application Review Meeting. During the review meeting the workgroup considered and recognized the following five applicants as Arizona Regional All-Hazards COMLs:

- Robert Hollister, Cochise County Emergency Services
- Jeremy Knoll, Arizona Department of Public Safety
- Jason Roosevelt, Phoenix Fire Department
- Robert Sisley, Yavapai County Sheriff's Office
- Michael Todd, Arizona Public Safety Interoperable Communications Office

Mr. Cooper informed the Committee that the list of recognized Arizona Regional All-Hazard COMLs will be posted to the PSIC website. In addition, the workgroup will be developing an Application and Taskbook FAQ document to be posted on the PSIC website along with an Arizona specific taskbook. Mr. Mark Venuti asked whether individuals who have already attended a COML class would be informed of the new taskbook. Ms. Suesan Nordman informed the Committee that the PSIC Office has a list of all students who have completed a COML training since 2009 and that the PSIC Office will reach out to them. Mr. Cooper clarified that both taskbooks, the federal taskbook and the Arizona specific taskbook, remain valid and are not substantially different from each other. The NIMS-CU Workgroup will accept either taskbook.

CASM Project Update

Information and Discussion Item

Presenter: Suesan Nordman, Project Manager, PSIC Office, ASET

Ms. Suesan Nordman briefed the Committee on updates regarding the Communication Assets Survey and Mapping Tool (CASM) project. CASM is provided by DHS OEC through the Interoperable Communications Technical Assistance Program (ICTAP). The Tool was released in July 2005 for use by Urban Areas receiving grants from DHS. Access was granted to the Phoenix UASI in 2007. Use of CASM is included in Arizona's SCIP Initiative 2, Objective 1. The PSIC office is advancing this initiative through an IECGP grant that was MOU'd to the PSIC Office by the City of Phoenix for support of CASM deployment statewide. Ms. Nordman provided a brief overview of the CASM tool and capabilities, as well as efforts to populate CASM data through the NECP Goal Two observations.

Ms. Nordman stated the PSIC Office will continue to encourage submission of CASM information (from County Emergency Managers) through at least February 29, 2012 – to target data from areas that did not submit their information when Goal 2 data was collected. The PSIC Office will clean-up the data and export TICP sections (with CASM data included) through the end of the IECGP grant period (May 2012). Agencies are encouraged to visit the PSIC Office website for TICP information and CASM Import Spreadsheets at: <http://www.azpsic.gov/library/casm/>

Finally, Ms. Nordman informed the Committee that the CASM Primary Administrative Manager duties (currently handled by Jesse Cooper, Phoenix Police Department) will transition to the PSIC Office to reflect the statewide usage of CASM. Mr. Cooper informed the Committee that he supported the transition. The PSIC Office will create protocols for managing users, access requests and data input in CASM. At a high level these protocols will establish that appropriate users will be given CAM access which allows users to access the CAS Google Maps and ICS-217a worksheet function (to determine how to achieve interoperability with their neighbors). The PSIC Office will post an AZ state-specific CAM User Access Request form on the PSIC website.

Regional Communication Systems Connections Update

Information & Discussion Item

Michael Britt, Project Manager, PSIC Office

Mr. Michael Britt presented an update on the Regional Communication Systems Connections (RCSC) project. The goal of the project is to enable direct one-to-one communications across Regional Radio Systems and to develop a plan for sharing channels/keys across systems for selected personnel. The following Regional Radio Systems are participating in the project:

Yuma Regional Communications System (YRCS)

Regional Wireless System (RWC)

Department of Public Safety (DPS)

Maricopa County

Topaz Regional Wireless Cooperative (TRWC)

[Note: PC-WIN is being kept in the loop so they can potentially add to this cooperative effort as their system comes online.]

Mr. Britt reviewed the key milestones of the project which include developing an Executive Overview (Completed - 5/24/2011), creating a straw-man timeline to assure there were no unusual constraints for any particular Regional System (Completed - 8/25/2011), developing an Intergovernmental Agreement (IGA) for all participating agencies (Latest version 10/13/2011), and creating a common set of Standard Operating Procedures (In Process).

Following the presentation, Mr. Pete Weaver asked who was participating on the team for creating the Common Operating Picture. Mr. Britt informed him that 18 people from all of the participating agencies were involved, including supervisors, technicians, and agency leadership.

Mr. Jesse Cooper informed the Committee that a similar approach and proof of concept was conducted with the Yuma Regional Communications System (YRCS) and the Department of Public Safety (DPS).

Mr. Mike Rall asked if the Mesa Communications trailer could be tied into this system. Mr. Cooper stated that it would be possible, but Mesa would need to decide whether or not to tie the trailer into their home network.

RWC/TRWC and the 2017 FCC deadline for 700 MHz Narrowbanding

Information & Discussion Item

David Felix, Executive Director, Regional Wireless Cooperative and

Bill Phillips, Enterprise Technology Manager, Regional Wireless Cooperative

Mr. David Felix and Bill Philips briefed the committee on the 2017 FCC deadline for Narrowbanding 700 MHz systems. The impact of this mandate is the potential of losing seamless wide-area roaming for the RWC and TRWC, which employ mixed 700/800MHz systems. Currently, the only technical method for achieving the mandate is to switch to utilizing the TDMA protocol. RWC and TRWC currently utilize the CDMA protocol. Due to conflicts between the two protocols, seamless roaming would not be possible unless the entire system was transitioned to TDMA.

Mr. Felix stated the RWC is currently developing a petition requesting the FCC modify the current rules addressing spectrum efficiency. Mr. Felix described the key points of the petition for modifying the current rules and the agencies being asked to participate.

Finally, Mr. Felix stated that instead of filling the petition separately, they are also considering filling the request via a Public Comment to two existing petitions that have already been submitted and are due to be released shortly. Mr. Paul Wilson asked Mr. Felix to come back and brief the Committee when the FCC posts the public notices. Mr. Scott Tillman stated that responding as soon as possible to the public notice would be beneficial as the RWC comments would be a helpful template for others to follow. Mr. Felix agreed and communicated that the time frame for comment will be 30 days.

Mr. Michael Britt informed the Committee that the NPSTC Interoperability committee has also submitted a letter based on similar logic asking for a delay in the mandate to 2024.

2011 Arizona Statewide/Vigilant Guard Exercise

Information & Discussion Item

William D. Wolfe, Radiological Emergency Preparedness Program, Arizona Division of Emergency Management

Mr. Bill Wolfe with the Arizona Division of Emergency Management (ADEM) briefed the Committee on the upcoming 2011 Arizona Statewide/Vigilant Guard Exercise. The goal of the multi-state, multi-municipality exercise is to validate the integration of the Common Operating Picture (COP) between DEMA, ADEM and supporting agencies and jurisdictions. The exercise will be the largest in Arizona history involving approximately 8000 participants from the National Guard, medical and public health communities, EOC staff, responders, controllers and evaluators. There will also be a parallel exercise with the airport and TSA. Mr. Wolfe briefly described the exercise schedule and the simulations that will occur. Mr. Wolfe also described the communications activities that will be exercised.

ICTAP Technical Assistance: 2011 Review and Request for Input Regarding 2012 Offerings

Information & Discussion Item

Presenter: Justin Turner, PSIC Operations Manager

Mr. Justin Turner provided an overview to the Committee on OEC's Interoperable Communications Technical Assistance Program (ICTAP). The program supports and promotes the ability of emergency responders and government officials to communicate in the event of natural disasters, acts of terrorism, or other man-made disasters; and works to accelerate, and attain operable and interoperable emergency communications nationwide. The PSIC office annually submits TA requests on behalf of the State to the Technical Assistance program.

After describing the TA offerings that were requested and awarded to the State in 2011, Mr. Turner reviewed the guidelines and timeline for submitting the 2012 TA requests. Mr. Turner also led a facilitated discussion to determine which technical assistance requests should be given priority in 2012 and which should not be prioritized. The focus of discussion revolved around which offerings would best support planned 2012 interoperability initiatives and NECP Goal Two Gap Closure. Mr. Turner requested comments and requests for assistance be submitted to the PSIC Office by December 1st via e-mail at psic@azpsic.gov.

PSIC Office – Multiple Project Updates & Plan for Next SIEC Meeting

Information Item

Presenter: Justin Turner, PSIC Operations Manager

Mr. Justin Turner reviewed the status of several projects at the PSIC Office as listed on the PSIC Office Multiple Project Updates handout. In particular, Mr. Turner addressed three additional Technical Assistance Requests that were awarded to Arizona for 2011:

- TIC-WKSP: TICP Workshop (Coconino County)
- ENG-COV: RF Coverage Prediction and Propagation Testing (AIRS)
- SOP-DSPTCH: Public Safety Communications Center (PSCC) Planning and Operation (COOP Planning)

Mr. Turner also provided a brief summary of recent Goal Two assessments and the current status of AAR reports. All 13 counties have now been assessed. The PSIC Office is very grateful to all those involved in making the project a success.

Mr. Turner also mentioned that the PSIC office will be reviewing and updating the SIEC equipment standards, which have not been reviewed since January, 2007. Stakeholders interested in providing feedback or participating in the review should email psic@azpsic.gov.

Finally, Mr. Turner highlighted several upcoming events, including COMT and COML courses being planned and the PSCC teleconference scheduled for November 23, 2011 to review and approve the PSCC Annual Report to the Governor and the Legislature.

Call to the Public

Mr. Mike Rall, Phoenix Fire Department and Arizona National Guard, informed the Committee on the outcome of the Vital Connection Exercise. Mr. Rall thanked all those who participated and were involved in the planning for the exercise.

Meeting Adjournment

Motion: Paul Wilson motioned to adjourn the meeting.

Second: Scott Tillman

The motion was unanimously carried.

Meeting Adjourned at 12:08 PM.

Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Arizona Strategic Enterprise Technology. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.